



The Village of North Palm Beach

Community Development Department • Building Division

Phone: (561) 841-3365 • Email: permits@village-npb.org

701 U.S. Highway 1, Suite 100 • North Palm Beach • FL 33408

www.village-npb.org

CHANGE OF PERMIT STATUS REQUEST

Please note: Form shall be completed by either the Property Owner, Contractor of Record, or Authorized Agent (attach Affidavit to Appoint Agent Form)

Permit Number: _____ Original Application Date: _____ Expiration Date: _____

Permit Address: _____

Applicant's Printed Name: _____ Phone: _____

Applicant's Email: _____

Original Permit Description: _____

Applicant is requesting one of the following to be approved by the Building Official:

Cancellation of Building Permit. I hereby certify that no work has commenced, the contract has been canceled between the owner and contractor. No fee due if before permit expiration. Inspection required to verify before closing out.

Renew Building Permit. The permit shall be declared null and void at the end of the extension. The Building Official shall determine extension length. Fee: 30% of the original permit fee, \$75 minimum plus plan review fee.

By signing, I certify that the above is true and accurate. I understand that the request may take a minimum of two weeks to process. Fee will be due upon approval (check or credit card only).

Applicant's Signature

Date

Applicant's Printed Name

BUILDING DEPARTMENT USE ONLY

Fee Due: \$ _____

Payment Received:

Check

Credit Card

Building Official: _____

Approval Date: _____

Renew building permit one time for _____ month(s).

New Expiration Date: _____